

## **DIRECTIONS FOR FILLING OUT THE AUTOMATED FORM.**

**Please do not try to fill out this form using Microsoft Works or WordPerfect. MS Works and WordPerfect do not support the Forms Tool used to create this document and it is not legible.**

**For Best Results:** BEFORE you begin to fill out this form, Go to “Tools” on your menu bar and choose “Protect.” When given the choice, choose to protect for “Forms.” Do this BEFORE you start to fill out this form. Sometimes you may need to “Unprotect” the form before you can protect it for “Forms.”

**Please Note:** Once you have started to fill out your protected document, do not try to reprotect it, as you will lose all of the information that you have already typed in.

The “TAB” key or the “UP ARROW” and “DOWN ARROW” keys will then move the cursor around the form. Please input the information requested.

When a check box appears, the SPACEBAR will mark and unmark a checkbox.

Thank you for using the automated Job Application form.

# **WASHINGTON STATE EMPLOYMENT OPPORTUNITY**

## **APPLICATION FOR EMPLOYMENT WITH THE STATE OF WASHINGTON**

**Thank you for considering a career or promotional opportunity with the State of Washington. Completing this application is your first step toward joining a dynamic workforce dedicated to public service.**

We encourage you to read through the packet before preparing your application. With a clear sense of the questions that follow, you will be able to present a strong, accurate record of your qualifications and skills.

Department of Personnel  
600 S. Franklin  
Olympia, Washington  
Phone: 360-664-1960  
TDD: 360-753-4107

Seattle: 206-720-3523  
Spokane: 509-482-3685

This form has been designed in MS Word 6.0.

### **Mailing address:**

Washington State  
Department of Personnel  
PO Box 47561  
Olympia, WA 98504-7561  
Prepared by:

Washington State

**Job Line 24-hour recorded  
information:**  
Olympia: 360-586-0545

Please read these instructions carefully before preparing your application. You must submit a separate application for each recruitment announcement. A resume may be attached, but it will not take the place of this completed *Application for Employment with the State of Washington* (form SF573).

*Note:* As a convenience to applicants, duplicate copies may be submitted for other positions if the copies are legible and carry an *original signature and current date*.

### \* General Information

First, get a copy of the recruitment announcement. It tells you important things about applying for the job, such as special conditions, qualifications, where jobs are available, and the test type. Next, read the recruitment announcement carefully to make sure you qualify. If you meet the requirements, fill out this application.

Please use a typewriter or print clearly in ink. Answer all questions and provide all information requested -- your responses will affect acceptance of your applications.

Emphasize positions that are directly related to the minimum qualifications noted in the recruitment announcement. You may wish to summarize other experience. Start with your present or last experience, and then work backward.

### \* Submitting Your Application

Many state agencies recruit candidates through their agency personnel offices. To ensure that your application reaches the right office, follow the application process and mailing instruction provided in the recruitment announcement.

### \* Closing Date

Your application must be received or postmarked by 5:00 P.M. on the closing date shown on the recruitment announcement. All additional information requested in the announcement must be attached.

You can expect to be notified of your application results about three weeks after the closing date.

### \* Guidelines

Most items on the application are self-explanatory. Items that do require more explanation, however, are covered below.

### Application Type

**Open Competitive.** Applicant not working permanently for the state.

**Promotion.** Permanent or permanent project state employee.

**Transfer.** Permanent employee applying within an existing job class or a closely related job class at the same salary level.

**Voluntary Demotion.** Permanent employee applying for a job at a lower salary level.

**Reduction-in-Force (RIF).** Permanent state employee who has been laid off (use as instructed by personnel office).

**Reversion.** Permanent state employee returning to job held prior to promotion.

**HEPB** (Higher Education Personnel Board). Permanent HEPB employee (Inter-System eligibility statement PEROP-048 must be attached to application).

**Re employment.** Previous permanent state employee who separated from state employment within the past five years and now wishes to be re-employed in the same or similar job class.

**Previous Score.** If you have taken the same oral or written test within the past five years, you may choose to apply that test score to this application. Please check "Yes" if you wish that score reviewed for possible use.

**Employment Preference.** If you do not specify agency preferences, we will assume you will accept employment in any agency. Under "Shift" and "Schedule," if all boxes are left blank, we will assume only full-time, permanent employment will be accepted.

**Misdemeanor or Felony.** Conviction of a misdemeanor or felony does not

necessarily bar you from employment. If you have been convicted within the last seven years, but the infraction is unrelated to the type of work you seek, you may check "No".

**Geographic Choice.** Please consider carefully where you are willing to work. If you refuse a job at a location where you said you would work, your name will likely be removed from the employment register. If you want to change your designation of employment location, please call (206) 753-2305.

### \* Testing

If tests are required for a position, your test schedule notice will include information regarding when and where the test will be conducted.

Candidates who do not appear for the test, or who do not pass the test, will not be rescheduled.

### \* Special Assistance

Washington State provides testing assistance to persons of disability whose condition would interfere with taking a test. For example, you may require a reader, sign language interpreter, more time, etc. If you require such assistance, please call (206) 753-3758 Voice, or (206) 753-4107 TDD.

### \* Employment Registers

If your application is accepted and you pass a required test, your name will be placed on an employment register. Candidates who are not state employees will usually remain on the register for one year. At the end of a year, you may ask to remain on the register for one additional year.

### \* Affirmative Action and Veteran's Preference

The State of Washington is an equal opportunity employer. Information about the state's Affirmative Action Program and Veteran's Preference appears on later pages.

# Application for Employment With the State of Washington

## Part 1. GENERAL INFORMATION

Please review all questions carefully before preparing your application.

POSITION (Job title for which you are applying; list only one)				RECRUITMENT ANNOUNCEMENT NUMBER	
NAME (Last, First, and Middle Initial)				SOCIAL SECURITY NO. (for identification only)	
MAILING ADDRESS (Include apartment number, if any)				HOME TELEPHONE (include area code)	
CITY	COUNTY	STATE	ZIP	WORK (or Message) TELEPHONE	
				( ) -	

### Application Type (check all boxes that apply to you):

- ☐ Are you currently a permanent State of Washington employee?  
☐ NO, OPEN COMPETITIVE (A) ☐ YES...If Yes, YOUR CURRENT AGENCY'S NAME:

☐ If you are a permanent employee, check application type (*see definitions in "Guidelines"*):

- ☐ PROMOTION ☐ REEMPLOYMENT (D) ☐ REDUCTION-IN-FORCE (F) ☐ HEPB EMPLOYEE (H)  
☐ TRANSFER ☐ REVERSION (G) ☐ VOLUNTARY DEMOTION (E)

- ☐ If you worked for the State of Washington within the last five (5) years as a classified permanent employee, please provide your former job classification:

### Use of previous test score (*see "Guidelines" for qualifications*):

- ☐ If eligible, would you like to use your old score?  
☐ No ☐ Yes, use previous score - If Yes, TYPE OF PREVIOUS TEST: ☐ MULTIPLE CHOICE ☐ ORAL  
 RECRUITMENT NUMBER, IF KNOWN: ☐ EXPERIENCE & TRAINING (E&T)  
 IF CHANGED, YOUR NAME AT PREVIOUS TESTING:

Accepted By	Code
Test Score	
Selective #1	Selective #2
Selective #3	Selective #4

### Employment and testing preferences:

- ☐ Are you willing to travel as part of this job?  
☐ YES ☐ NO

- ☐ Check below the types of employment you will accept:

#### SHIFT

- ☐ DAY ☐ SWING ☐ GRAVEYARD ☐ ROTATING

#### SCHEDULE

- ☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY ☐ TANDEM (Shared) ☐ PROJECT ☐ SEASONAL

If available, would you prefer: ☐ SATURDAY TESTING IN OLYMPIA, SPOKANE, OR BELLEVUE

Do you need testing assistance such as sign language interpreter, reader, etc.? ☐ YES ☐ NO

- ☐ List agencies you prefer (*check one*):

- ☐ WILL ACCEPT WORK IN ANY AGENCY  
☐ WILL ONLY ACCEPT WORK IN AGENCIES LISTED BELOW  
☐ ANY, EXCEPT THOSE AGENCIES LISTED BELOW

## Part 2. BACKGROUND INFORMATION

If a driver's license or other license, certificate, or registration is required for this position, please complete the following:

License, Certificate, or Registration	License Number	Expiration Date
Driver's License		
Commercial (A, B, C)		
Other (Indicate type):		

- ☐ Other than English, what languages do you speak, read, or write fluently?

- ☐ Have you been convicted of a misdemeanor or felony within the past seven (7) years that might unfavorably affect your fitness for this job?

☐ YES ☐ NO

### How did you learn of this employment opportunity?

- ☐ DEPARTMENT OF PERSONNEL ☐ JOB FAIR ☐ TELEVISION ☐ STATE AGENCY (list office and location):  
☐ NEWSPAPER ☐ FRIEND OR NEIGHBOR ☐ JOB LINE RECORDED INFORMATION ☐ OTHER

### Part 3. EDUCATION

■ Are you a high school graduate or have you passed a general education development (GED) test?

☐ YES ☐ NO If No, HIGHEST GRADE COMPLETED:

■ List post high school training, including college, business school, military training, and other relevant education. If more space is needed, copy this blank form or attach additional sheets.

School Name and Location	Month and Year Attended			Credits Earned			Major	Type of degree awarded	Year Degree Received
	From	To		Qtr.	Smstr.	Other (Specify)			

### Part 4. EMPLOYMENT HISTORY

Unless otherwise instructed in the recruitment announcement, a resume alone is not acceptable. This section must be completed. Start with your present or last position, then work backward. You may use this form for volunteer as well as paid experience. For volunteer experience, 174.3 hours equals one month's experience. **If you need more space, use the continuation sheet provided at the end of this application.**

1.	Present or Last Employer	Employer's Address				Employer's Phone Number (include area code): ( ) -	
Your Title		Months & Years Employed In this Position		Total Months	Avg. Hrs. Per Wk	Last Salary	
		From	To				
Immediate Supervisor's Name		Reason for Leaving:			Volunteer Yes/No	No. of Employees Supervised	
Specific Duties:							

2.	Present or Last Employer	Employer's Address				Employer's Phone Number (include area code): ( ) -	
Your Title		Months & Years Employed In this Position		Total Months	Avg. Hrs. Per Wk	Last Salary	
		From	To				
Immediate Supervisor's Name		Reason for Leaving:			Volunteer	No. of Employees Supervised	
Specific Duties:							

3.	Present or Last Employer	Employer's Address				Employer's Phone Number (include area code): ( ) -	
Your Title		Months & Years Employed In this Position		Total Months	Avg. Hrs. Per Wk	Last Salary	
		From	To				
Immediate Supervisor's Name		Reason for Leaving:			Volunteer	No. of Employees Supervised	
Specific Duties:							

4.	Present or Last Employer	Employer's Address				Employer's Phone Number (include area code): ( ) -	
Your Title		Months & Years Employed In this Position		Total Months	Avg. Hrs. Per Wk	Last Salary	
		From	To				
Immediate Supervisor's Name		Reason for Leaving:			Volunteer	No. of Employees Supervised	
Specific Duties:							

5.	Present or Last Employer	Employer's Address				Employer's Phone Number (include area code): ( ) -		
Your Title		Months & Years Employed In this Position				Total Months	Avg. Hrs. Per Wk	Last Salary
		From		To				
Immediate Supervisor's Name		Reason for Leaving:				Volunteer	No. of Employees Supervised	
Specific Duties:								

### Part 5. DATE AND SIGN

**TO BE ACCEPTED, YOU  
MUST SIGN AND DATE  
THIS APPLICATION.**

All answers and statements are true and complete to the best of my knowledge. I understand that the state may verify information, and that untruthful or misleading answers are cause for rejection of this application, removal of my name from a register, or dismissal if employed.



\_\_\_\_\_  
Date (Month/Day/Year)      Signature

## Part 6. GEOGRAPHIC CHOICE

### Employment Locations

To assist you in selecting locations, Washington State is divided into five geographic regions. In the list below, counties and selected cities appear alphabetically within the region. **You will be considered for requested locations that you circle.** If you are available for anywhere in a county, circle the number next to the county name. If available only to certain cities, circle the number next to the city name(s). If you select "Other Locations", you will be considered for positions throughout the county, but not in the cities listed here. If nothing is marked, you will only be considered for positions in your county of residence.

### Changing Locations

If you want to change your designation of employment location, you may do so after you have been notified that your application has been accepted. Please call (206) 753-2305.

## WASHINGTON STATE GEOGRAPHIC REGIONS

### North/Central Puget Sound Region

#### 15 ISLAND COUNTY

- 1 Oak Harbor
- 999 Other Locations

#### 17 KING COUNTY

- 1 Auburn
- 2 Bellevue
- 3 Bothell
- 4 Burien
- 5 Enumclaw
- 6 Federal Way
- 7 Issaquah
- 8 Kent
- 9 Kirkland
- 10 North Bend
- 11 Redmond
- 12 Renton
- 28 Tukwila
- 41 Snoqualmie

#### SEATTLE

- 13 Ballard
- 14 Beacon Hill
- 15 Capitol Hill
- 16 Central Area
- 17 Downtown Business
- 18 Magnolia
- 19 North Seattle
- 20 Queen Anne
- 21 Rainier Valley
- 22 University District
- 23 West Seattle
- 24 White Center
- 25 Lake City
- 26 South Seattle
- 30 Belltown
- 31 Mercer Island
- 40 Anywhere in Seattle
- 999 Other Locations

#### 18 KITSAP COUNTY

- 1 Bremerton
- 2 Port Orchard
- 3 Manchester
- 4 Retsil
- 999 Other Locations

#### 27 PIERCE COUNTY

- 1 Buckley
- 2 Gig Harbor
- 3 Lakewood
- 4 Purdy
- 5 Puyallup
- 6 Steilacoom
- 7 Tacoma
- 8 McNeil Island
- 9 Orting
- 999 Other Locations

#### 28 SAN JAUN CO.

- 1 Friday Harbor
- 999 Other Locations

#### 29 SKAGIT COUNTY

- 1 Anacortes
- 2 Mount Vernon
- 3 Sedro Woolley
- 999 Other Locations

#### 31 SNOHOMISH CO.

- 1 Arlington
- 2 Edmonds
- 3 Everett
- 4 Monroe
- 5 Mountlake Terrace
- 6 Lynnwood
- 7 Smokey Point
- 999 Other Locations

#### 34 THURSTON CO.

- 1 Olympia
- 2 Tumwater
- 3 Cedar Creek
- 4 Lacey
- 999 Other Locations

#### 37 WHATCOM CO.

- 1 Bellingham
- 999 Other Locations

### PENINSULA REGION

#### 05 CLALLAM CO

- 1 Forks
- 2 Port Angeles
- 3 Clallam Bay
- 999 Other Locations

#### 14 GRAYS HARBOR CO.

- 1 Aberdeen
- 2 Hoquiam
- 3 Montesano
- 999 Other Locations

#### 16 JEFFERSON CO

- 1 Port Townsend
- 2 Brinnon
- 999 Other Locations

#### 23 MASON COUNTY

- 1 Shelton
- 2 Belfair
- 999 Other Locations

### SOUTHWEST REGION

#### 06 CLARK COUNTY

- 1 Vancouver
- 2 Larch Mountain
- 3 Yacolt
- 4 Ridgefield
- 999 Other Locations

#### 08 COWLITZ COUNTY

- 1 Castle Rock
- 2 Kelso
- 3 Longview
- 4 Kalama
- 999 Other Locations

#### 21 LEWIS COUNTY

- 1 Centralia
- 2 Chehalis
- 999 Other Locations

#### 25 PACIFIC COUNTY

- 1 Naselle
- 2 Raymond
- 999 Other Locations

#### 30 SKAMANIA CO

#### 35 WAHIAKUM CO

### NORTHEAST REGION

#### 04 CHELAN COUNTY

- 1 Chelan
- 2 Leavenworth
- 3 Wenatchee
- 999 Other Locations

#### 09 DOUGLAS CO.

#### 10 FERRY COUNTY

#### 22 LINCOLN

#### 24 OKANOGAN CO.

- 1 Okanogan
- 2 Omak
- 999 Other Locations

#### 26 PEND OREILLE CO.

#### 32 SPOKANE COUNTY

- 1 Cheney
- 2 Medical Lake
- 3 Spokane
- 4 Airway Heights
- 999 Other Locations

#### 33 STEVENS COUNTY

- 1 Coville
- 999 Other Locations

### SOUTHEAST REGION

#### 01 ADAMS COUNTY

- 1 Othello
- 2 Ritzville
- 999 Other Locations

#### 02 ASOTIN COUNTY

- 1 Clarkston
- 999 Other Locations

#### 03 BENTON COUNTY

- 1 Kennewick
- 2 Prosser
- 3 Richland
- 999 Other Locations

#### 07 COLUMBIA CO.

#### 11 FRANKLIN CO.

- 1 Pasco
- 2 Connell
- 999 Other Locations

#### 12 GARFIELD CO.

#### 13 GRANT COUNTY

#### 19 KITITAS CO.

- 1 Ellensburg
- 2 Cle Elum
- 999 Other Locations

#### 20 KLUCKITAT CO.

- 1 Goldendale
- 2 White Salmon
- 999 Other Locations

#### 36 WALLA WALLA

- 1 College Place
- 2 Walla Walla
- 999 Other Locations

#### 38 WHITMAN CO.

- 1 Colfax
- 2 Pullman
- 999 Other Locations

#### 39 YAKIMA CO.

- 1 Selah
- 2 Sunnyside

## Part 7. AFFIRMATIVE ACTION INFORMATION

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name (Last, First, Middle Initial)	Recruitment Announcement Number	Date of Birth	Social Security Number
			- -

1. **What race or culture do you consider yourself?** Please check only one group. If you are of more than one race, please check "Other Race".
2. **Are you** ☐ Male ☐ Female

☐ **Black/African-American** (870)

☐ **White/Caucasian** (800)

**Asian or Pacific Islander (API)** (if API, please check one box below):

☐ Chinese (605)

☐ Vietnamese

☐ Filipino (608)

☐ Asian Indian (600)

☐ Hawaiian (635)

☐ Japanese (611)

☐ Korean (612)

☐ Cambodian (604)

☐ Samoan (655)

☐ Laotian (613)

☐ Guamanian

☐ Other API (please identify) \_\_\_\_\_

☐ Indian (American) (597) (please identify name or the enrolled or principal tribe): \_\_\_\_\_

☐ Eskimo

☐ Aleut

☐ Other race (please indicate race or culture and list in order of preference for Affirmative Action purposes): \_\_\_\_\_

**Are you Spanish, Hispanic, or Latino(a)?** If yes, please check one box below:

☐ Mexican, Mexican-American, Chicano (722)

☐ Puerto Rican (727)

☐ Cuban (709)

☐ Other Spanish/Hispanic/Latino(a) (print one group, such as Colombian, Dominican, Nicaraguan, Spaniard): \_\_\_\_\_

3. **Have you ever been on active duty in the U.S. Armed Forces?**

☐ No

☐ Yes Dates: \_\_\_\_\_

☐ Vietnam-era Veteran

☐ Disabled Veteran: Percent of disability: \_\_\_\_\_ %

**Note:** If you are a veteran, you may be eligible for veteran's preference. Please see "Veteran's Preference". (Below)

4. **Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?**

☐ Yes

☐ No

5. **Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you do at a job?**

☐ Yes

☐ No

**Note:** Washington State provides special testing assistance to persons of disability whose condition would interfere with taking a test. Please see "Special Assistance" under "Guidelines for Completing this Application," at the front of this document.

I certify that this information is true and accurate to the best of my knowledge.

**Date**

**Your Signature** \_\_\_\_\_

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## Affirmative Action Definitions

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian or Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

**Black/African-American.** A person with origins in any of the Black racial groups of Africa.

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.



## Part 8. VETERAN'S INFORMATION

Employment preference is given to veterans who meet state and federal qualifications.

**For Competitive Employment:** If eligible, ten (10) percentage points will be added to your passing score if you are not receiving veteran's retirement pay. If you are receiving retirement pay, five (5) percentage points will be added.

**For Non-Competitive Employment:** Although points are not added under this category, employment preference is given to qualified veterans, surviving spouses of deceased veterans, or spouses of a permanently disabled veteran.

*To ensure that you receive veteran's credit, please respond to the questions below.*

1. Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training?

☐ Yes ☐ No

■ List campaign, expeditionary, or service medals received:

2. Did you serve in active duty prior to May 8, 1975?

☐ Yes ☐ No

3. Were you discharged within the last eight years?

☐ Yes ☐ No

4. Are you receiving a monthly retirement benefit?

☐ Yes ☐ No

5. Are you a Vietnam-era Veteran?

☐ Yes ☐ No

6. Do you have a service-connected disability?

☐ Yes ☐ No

■ If yes, list percent of disability: %

7. Are you presently the spouse of a disabled veteran?

☐ Yes ☐ No

■ If yes, list percent of spouse's disability:

8. Are you presently the surviving spouse of a deceased veteran who died from service-related activities?

☐ Yes ☐ No

■ List campaign, expeditionary, or service medals spouse received:

9. If you are a surviving spouse, have you remarried?

☐ Yes ☐ No

10. Please give dates of your (or your spouse's) active military service:

Date Entered	Branch	Date Separated

**Note:** To qualify and receive veteran's preference, you must attach a copy of the discharge or DD214 with your employment application.

## Part 9. Test Answers

This is an answer section that is used for some recruitment announcements. Use it only if instructed to do so on the announcement.

1. (a) (b) (c) (d) (e) _____	7. (a) (b) (c) (d) (e) _____	13. (a) (b) (c) (d) (e) _____	19. (a) (b) (c) (d) (e) _____
2. (a) (b) (c) (d) (e) _____	8. (a) (b) (c) (d) (e) _____	14. (a) (b) (c) (d) (e) _____	20. (a) (b) (c) (d) (e) _____
3. (a) (b) (c) (d) (e) _____	9. (a) (b) (c) (d) (e) _____	15. (a) (b) (c) (d) (e) _____	21. (a) (b) (c) (d) (e) _____
4. (a) (b) (c) (d) (e) _____	10. (a) (b) (c) (d) (e) _____	16. (a) (b) (c) (d) (e) _____	22. (a) (b) (c) (d) (e) _____
5. (a) (b) (c) (d) (e) _____	11. (a) (b) (c) (d) (e) _____	17. (a) (b) (c) (d) (e) _____	23. (a) (b) (c) (d) (e) _____
6. (a) (b) (c) (d) (e) _____	12. (a) (b) (c) (d) (e) _____	18. (a) (b) (c) (d) (e) _____	24. (a) (b) (c) (d) (e) _____

**For Agency Use**

Converted Score

Raw Score

*Thank you for submitting this employment application...*

To ensure that your application is processed quickly, please review it to be certain that you have answered all questions. You might also take a moment to review all documents that you wish to include. If required, have you included **copies** of official documents, such as military discharges? Please make sure you sign and provide date. A final review now will enable Personnel staff to complete their evaluation and send you the results.

**Part 4. EMPLOYMENT HISTORY - (CONTINUATION SHEET)**

Unless otherwise instructed in the recruitment announcement, a resume alone is not acceptable. This section must be completed. Start with your present or last position, then work backward. You may use this form for volunteer as well as paid experience. For volunteer experience, 174.3 hours equals one month's experience. If you need more space, copy the blank form on the next page or attach additional sheets.

6.	Present or Last Employer			Employer's Address			Employer's Phone Number (include area code): ( ) -		
Your Title			Months & Years Employed In this Position			Total Months	Avg. Hrs. Per Wk	Last Salary	
			From		To				
Immediate Supervisor's Name			Reason for Leaving:			Volunteer		No. of Employees Supervised	
Specific Duties:									

7.	Present or Last Employer			Employer's Address			Employer's Phone Number (include area code): ( ) -		
Your Title			Months & Years Employed In this Position			Total Months	Avg. Hrs. Per Wk	Last Salary	
			From		To				
Immediate Supervisor's Name			Reason for Leaving:			Volunteer		No. of Employees Supervised	
Specific Duties:									

8.	Present or Last Employer			Employer's Address			Employer's Phone Number (include area code): ( ) -		
Your Title			Months & Years Employed In this Position			Total Months	Avg. Hrs. Per Wk	Last Salary	
			From		To				
Immediate Supervisor's Name			Reason for Leaving:			Volunteer		No. of Employees Supervised	
Specific Duties:									

9.	Present or Last Employer			Employer's Address			Employer's Phone Number (include area code): ( ) -		
Your Title			Months & Years Employed In this Position			Total Months	Avg. Hrs. Per Wk	Last Salary	
			From		To				
Immediate Supervisor's Name			Reason for Leaving:			Volunteer		No. of Employees Supervised	
Specific Duties:									